

DRAFT

Thousand Islands Bridge Authority
Friday, February 28, 2020, 10:30 A.M.
American Administration Building

PRESENT Bruce Armstrong, Chairman
Patrick Simpson, Vice Chairman
Natalie Kinloch, Assistant Secretary-Treasurer
Jacques E. Pigeon, Assistant Secretary-Treasurer
Robert J. Storms, Assistant Secretary-Treasurer
Peter Walton, Legal Counsel
Timothy Sturick Deputy, Executive Director
Bryan Olson, Manager of Business Administration and Finance
Bill Moulton, Director, Bridge Facilities Operations & Maintenance
Patrick Labiendo, Facilities Safety & Security Officer
Brian Salisbury, Director, Boldt Facilities Operations
& Maintenance/Construction
Keri Jobson, Boldt Facilities Operations Manager
Lohanne Messenger, Senior Accountant/Office Manager
Corey Fram, Director of Tourism

ALSO Jeffrey Timerman

MEDIA None in attendance

MINUTES

The meeting was called to order by Patrick Simpson, Vice Chairman. Upon motion by Robert J. Storms and seconded by Jacques E. Pigeon, the minutes of the meeting held on January 24, 2020, were unanimously approved.

COMMUNICATIONS

Mr. Sturick reported that Ms. Kinloch, Mr. Armstrong, Mr. Pigeon and Mr. Storms were participating via conference call.

Resolution of Appreciation – Robert G. Horr, III – Proposed Resolution No. 41: Mr. Sturick read the following resolution which upon motion by all those present and unanimously carried, the following resolution was duly adopted:

SEE ATTACHMENT 1

FINANCIAL MATTER

Financial Statement: Mr. Sturick, in reviewing the Financial Statement Balance Sheet (Exhibit A) for the month of January 31 2020, reported that the Authority's directly held Cash and Investment Obligations, total to date of \$10,478,211 compared to \$20,311,703 for the prior fiscal year representing a decrease of \$9,833,492 for 48.4% below the previous period. Mr. Sturick reported Total Facilities to date of \$64,869,745 compared to \$54,419,014, for the prior fiscal year representing an increase of \$10,450,731 or 19.2% above the previous period. Mr. Sturick reported Total Assets to date of \$78,761,227 compared to \$76,440,112 for the prior fiscal year representing an increase of \$2,321,115 or 3.0% above the previous period. Mr. Sturick reported Payables total to date of \$7,240,959 compared to \$7,320,966 for the prior fiscal year, representing a decrease of \$80,007 or 1.1% below the previous period. Mr. Sturick reported the Provision for Canadian Dollar Conversion total to date of \$529,349 compared to \$1,379,880 for the prior fiscal year representing a decrease of \$850,531 or 61.6% below the previous period. Mr. Sturick reported Total Statutory Equity stands at \$49,550,390, compared to \$50,310,216 for the previous fiscal year, representing a decrease of \$759,826 or 1.5% below the previous period.

In reviewing Exhibit B (Net Revenue – Bridge, Other Facilities & Programs), Mr. Sturick reported Toll Income at \$9,335,492 versus \$9,573,496 for the previous period representing a decrease of \$238,004 or 2.5% below the previous period. Mr. Sturick reported total Cost of Operations for Bridge Facilities is recorded at \$7,473,268 versus \$7,393,556 for the previous period representing an increase of \$79,712 or 1.1% above the previous year. Mr. Sturick reported total Canadian Dollar Conversion is recorded at \$646,791 versus \$981,388 for the previous period representing a decrease of \$334,597 or 34.1% below the previous period. Mr. Sturick reported total Net Revenue is recorded at \$1,215,433 versus \$1,198,551,

for the previous period representing an increase of \$16,882 or 1.4% above the previous year. Mr. Sturick reported FBCL's Net Revenue Share is recorded at \$971,533 as compared to \$902,904 the previous period representing an increase of \$68,629 or 7.6% above the previous period. Mr. Sturick reported TIBA's Net Revenue (Loss) Share through January 31, 2020 is recorded at \$152,098 as compared to (\$180,964) for the previous period representing an increase of \$333,062 or 184.0% above the previous period. Mr. Sturick reported the Total Revenue from Other Facilities & Programs is recorded at \$4,356,757 compared to \$4,479,128 for the previous period representing a decrease of \$122,371 or 2.7% below the previous period. Mr. Sturick reported the Cost of Operations from Other Facilities & Programs is recorded at \$3,096,467 compared to \$3,084,263 for the previous period representing an increase of \$12,204 or 0.4% above the previous period. Mr. Sturick reported Total Net Revenue from Other Facilities & Programs year-to-date of \$1,260,291 as compared to \$1,394,865 for the prior year, representing a decrease of \$134,574 or 9.6% below the previous year. Mr. Sturick reported Net Revenues from all operations (Bridge, Other Facilities & Programs), through January 31, 2020 is \$1,412,389 compared to \$1,213,901 for the prior fiscal year, representing an increase of \$198,488 or 16.4% above the previous fiscal year.

With respect to Exhibit C (Statement of Source & Use of Funds), Mr. Sturick reported that Net Revenue plus the adjustment for non-cash cost of depreciation reflects total funds available of \$3,108,152 compared to \$2,541,500 the prior fiscal year, representing an increase of \$566,652 or 22.3% above the previous fiscal year. Mr. Sturick reported Bridge Facilities Use of Funds year-to-date total \$4,316,362 compared to \$2,774,287 for the previous year representing an increase of \$1,542,075 or 55.6% above the previous fiscal year. Mr. Sturick reported Other Facilities & Programs year-to-date total \$5,505,739 compared to \$2,181,942 representing an increase of \$3,323,797 or 152.3% above the previous fiscal year. Mr. Sturick reported Total Use of Funds year-to-date total \$9,822,102 compared to

\$4,956,228 for the prior year, representing an increase of \$4,865,874 or 98.2% above the previous year. In terms of Net Decrease in Operating Cash and Other Net Current Assets, the current year-to-date amount stands at (\$6,713,950) compared to (\$2,414,729) for the prior fiscal year, representing a decrease of \$4,299,221 or 178.0% below the previous year.

Mr. Sturick reviewed Exhibit D (Shared Special Maintenance Project Expenses) for January 31, 2020, reported zero for the month and year to date expenses totaling zero.

Financial Statements: Upon Mr. Sturick's presentation of the financial statements for the month of January 31, 2020, a motion to accept the financial report was moved by Robert J. Storms, seconded by Bruce Armstrong and duly accepted.

Capital Projects Obligation Report: Mr. Sturick reviewed the report dated January 31, 2020 noting the Total TIBA•FBCL Projects Budget is \$400,000, with the obligated amount being zero, and incurred to-date of zero and a balance due of zero. Mr. Sturick reported Total TIBA Projects Budget is \$5,550,000 with the obligated amount being \$4,742,525 and incurred to-date of \$4,742,525 and a balance due of \$40,196. Mr. Sturick reported Total Bridge Facilities Projects Budget is \$5,950,000, with the obligated amount being \$4,742,525, incurred to-date of \$4,742,525 and a balance due of \$40,196. Mr. Sturick reported Total Boldt Facilities Projects budget is \$5,269,000 with the obligated amount being \$5,089,188 and incurred to-date of \$2,882,361 and a balance due of zero. Mr. Sturick reported Total Other Capital is \$3,250,000 with the obligated amount of \$2,520,820 and incurred to-date of \$2,520,820 and a balance due of zero. Total appropriations for Capital Programs for Bridge and Other Facilities & Programs for FY 2019-2020 is \$14,469,000 with the current obligated amount being \$12,352,533 and incurred to-date of \$10,145,706 and a balance due of \$40,196.

Investment Report: Mr. Sturick reviewed the Fund & Investment Report dated January 31, 2020 in detail noting investments totaling \$10,478,211 with an average rate of return of

.87% versus .76% in 2019. Mr. Sturick also reported pledged securities for each U.S. institution were in place and at levels equal to or more than the required minimum (100%).

Review, Approval/Ratification of Routine and Special Expense Payments -

Proposed Resolution No.42: Mr. Sturick read the following resolution which was moved by Natalie Kinloch and seconded by Bruce Armstrong and duly adopted.

SEE ATTACHMENT 2

Bridge Facility Traffic & Revenue Reports:

31 Days of January (2019-2020 compared to 2018-2019)

FY19-20	Total Vehicles	112,494	+	6,283	+	5.9%
	Total Revenue	\$657,129	+	\$24,287	+	3.8%

11 Months March/January (2019-2020 compared to 2018-2019)

FY19-20	Total Vehicles	1,831,732	+	89,549	+	5.1%
	Total Revenue	\$8,970,479	+	\$63,355	+	0.7%

14 Days February (2019-2020 compared to 2018-2019)

FY19-20	Total Vehicles	49,962	+	4,363	+	9.6%
	Total Revenue	\$294,193	+	\$7,719	+	2.7%

Mr. Sturick reviewed the Total Vehicle Comparison report for the month of January 2019 and January 2020. Mr. Sturick reported total crossings for the month of January 2019 and January 2020 were 112,494 compared to 101,298 the previous fiscal period representing an increase of 11,196 above the previous period.

Property and Casualty Insurance Consulting Services Agreement - Proposed

Resolution No.43: Mr. Sturick read the following resolution which was moved by Jacques E. Pigeon and seconded by Robert J. Storms and duly adopted.

SEE ATTACHMENT 3

Bridge System Consulting Engineers Retainer & Services Agreement - Proposed

Resolution No.44: Mr. Sturick read the following resolution which was moved by Natalie Kinloch and seconded by Robert J. Storms and duly adopted.

SEE ATTACHMENT 4

PROJECT REPORTS

Bridge Facilities

Operations and Maintenance Activities

Mr. Moulton reported that the staff have been working on maintenance items such as snow and ice removal and routine maintenance. Mr. Moulton reported that the required testing and training/safety programs for the seasonal and full-time bridge maintenance crews will begin the week of May 4, 2020. Mr. Moulton reported that the landscape positions have been filled and interviews are being scheduled for the two (2) positions available on the U.S. side for bridge maintenance and three (3) positions on the Canadian side for bridge maintenance. Mr. Moulton reported that the new International Rift Water Treatment Plant project is complete. Mr. Moulton reported that a portion of the old waterline will be replaced going to Canadian Border Services Agency (CBSA) and U.S. Customs and Border Protection Agency as well as providing separate water meters to U.S. Duty Free, Canadian Border Services Agency (CBSA) and U.S. Customs and Border Protection Agency. Mr. Moulton reported that Industrial Electrical Contractors Brockville Ltd. are working with the engineers regarding the concrete and drainage in toll lanes 2 & 3 on the Canadian side for the Canadian Toll Plaza Rehabilitation Project – Phase 2.

Safety, Security & Wellness

Mr. Labiendo reported no new injuries the past month with one (1) open claim. Mr. Labiendo reported that three (3) staff members recently attended the OSHA for General Industry Training in Watertown, NY. Mr. Labiendo reported that the Emergency Response

Plan has been updated and distributed to TIBA departments and Board Members and the plan would be mailed to the external organizations. Mr. Labiendo reported that he is working on the 2020 schedule for the required medical testing/ safety programs for seasonal and full time Bridge Maintenance staff for the week of May 4, 2020. Mr. Labiendo reported that on Monday, February 17, 2020, the Wet'suwet' en Solidary Protesters were on site at the Thousand Islands Bridge Canadian Span which resulted in TIBA staff preparing to implement the bridge restrictions and closure policies. Mr. Labiendo reported that on Monday, February 17, 2020, he monitored the high winds which resulted in no restrictions.

Facilities and Programs

Boldt Facilities

Ms. Jobson reported that available positions are posted on the website as well as in local newspapers and interviewing applicants continue. Ms. Jobson reported that seasonal staff orientation is scheduled for April 23, 2020. Ms. Jobson reported that they are updating social media as well as planning for the Family Discovery Day in June 2020 and Fairytale Adventures in September 2020. Ms. Jobson reported twenty-three (23) weddings scheduled so far for the 2020 operating season and two (2) for the 2021 operating season. Ms. Jobson reported that the Boldt Facilities will open for the 2020 season on Saturday, May 9, 2020. Mr. Salisbury reported that the Wastewater Treatment Plant Replacement Project is going well with the electrical and plumbing, insulation and sheetrock being installed in the control building. Mr. Salisbury reported the electrical and plumbing work is being done in the Wastewater Treatment Plant and the tank canopy has been enclosed in plastic and heated. Mr. Salisbury reported that staff have completed the new cast iron sink base for the Café and restoring the original built in buffet and wall cabinets as well as building a new maple butcher block worktable for display for the Alster Tower Café Room Project. Mr. Salisbury reported that staff have also been building a

new door for the theater in Boldt Castle, building new shelving and replacing lights in the maintenance shop, new merchandise display as well as routine maintenance.

OTHER

Ms. Kinloch reported that Mr. Sturick would be the new Executive Director as of March 1, 2020 and on behalf of the Board Members welcomed him to his new position.

With no other business, a motion to adjourn the Meeting was made by Bruce Armstrong and seconded by Jacques E. Pigeon and unanimously carried.

NEXT AUTHORITY MEETING

By unanimous consent, the time and place of the next Authority meeting were set for Friday, March 27, 2020, @ 10:30 am, in the American Administration Building.

Secretary

ATTACHMENT 1

RESOLUTION NO. 41

RESOLUTION OF APPRECIATION TO ROBERT G. HARR, III

Upon motion by all those present and unanimously carried, the following resolution was duly adopted.

WHEREAS, Robert G. Horr, III was hired by the Authority on August 25, 1997, was appointed Executive Director of the Authority on January 1, 2003, and has successfully managed the operations, maintenance, capital programs and long term planning of the Thousand Islands International Bridge System and the Boldt Facilities with distinction; and

WHEREAS, the Authority has for twenty-three years enjoyed the benefits of Mr. Horr's devoted service, integrity and his business acumen during a time of unprecedented growth and change, which among other things has included the implementation of a new electronic toll collection system with the acceptance to E-ZPass, construction of the new U.S. Customs Port of Entry, the continued partnership and agreements with the Federal Bridge Corporation Ltd. of Canada, and continued growth and improvement of the Boldt Facilities which brings an enormous economic impact to the international region; and

WHEREAS, Mr. Horr has announced his retirement from the Authority effective on February 28, 2020.

NOW THEREFORE BE IT

RESOLVED, that the Authority, as its proper act and deed, hereby records on its permanent records, its sincere appreciation for and recognition of the accomplishments of Robert G. Horr, III, as well as his outstanding dedication and service to the Authority; and

FURTHER BE IT

RESOLVED, that this Resolution shall be prepared in an appropriate form for presentation to Robert G. Horr, III, and shall further be permanently displayed at the Administration Offices of the Thousand Islands Bridge Authority and Boldt Facilities, to serve as a constant reminder of Mr. Horr's significant contribution to the Authority and accomplishments during his term of service, and the Authority's sincere gratitude to Mr. Horr.

ATTACHMENT 2

RESOLUTION NO. 41

**RE: APPROVAL/RATIFICATION OF ROUTINE EXPENSE PAYMENTS
AND APPROVAL OF SPECIAL EXPENSE PAYMENTS**

The following resolution was moved by Natalie Kinloch, seconded by Bruce Armstrong duly adopted.

WHEREAS, the below listed requisitions and vouchers, together with invoices and other supporting documentation for routine and special expense payments made since the Authority meeting held on January 24, 2020, were available and reviewed by the Authority during the meeting held on February 28, 2020 (viz):

<u>Date</u>	<u>Requisition</u>	<u>Voucher Number</u>	<u>Amount</u>
01/28/20	3274	30061-30096 - US / C9228-C9237 - CD	\$ 294,509.37
02/04/20	3275	30097-30122 - US / C9238-C9243 - CD	134,028.67
02/11/20	3276	30123-30151 - US / C9244-C9259 - CD	113,005.00
02/18/20	3277	30152-30178 - US / C9260-C9265 - CD	869,031.62
02/25/20	3278	30179-30216 - US / C9266-C9274 - CD	<u>121,406.07</u>
			\$ 1,531,980.73

WHEREAS, in a similar manner, the below listed Special Expense Payments, together with invoices and other supporting documentation which require specific approval before payment is made, were available and reviewed by the Authority during the meeting held on February 28, 2020 (viz):

	<u>Amount</u>
Aubertine & Currier - Professional Services	
Boldt Castle Wastewater Treatment Facility Replacement	\$ 22,731.80
International Rift Water Plant Project	3,650.00
DC Building Systems, Inc. - Boldt Facilities Wastewater Treatment Plant Replacement Project - Progress Payment #5	574,876.25
Dragonfly Pottery - Tile Restoration - Alster Tower Café Room Project	1,752.00
DRCS LLC - Additional Security for Cell Phones and Devices	1,440.00
Hyde-Stone Mechanical Contractors - Heating Repair Toll Booths & TI Council Building	1,808.67
Northern Glass - Door - US Toll Plaza	3,014.00
Parsons Transportation Group - Retainer & Overweight Permits - September 2019 - November 2019	24,009.25
Public Employer Risk Management Association (PERMA) - Final Audit Coverage Period - 6/1/18 - 6/1/19	4,608.00
RBC Wealth Management - Professional Services	2,302.79
Safety Kleen Systems - Removal of Paint Chip/Sludge - 2019 Bridge Painting Program	1,204.80

Timothy Sturick - Travel Reimbursement - TRB Annual Meeting - 1/13/20 - 1/17/20	1,100.26	
SWK Technology - Sage FAS Software Upgrade	1,080.00	
Stadium International Plow Trucks - Repairs - Truck #3 & #5	13,902.53	
WSP USA Inc. - Professional Services - Toll System Upgrade & Rehabilitation Project - 12/1/19 - 12/31/19 & 1/1/20 - 1/31/20	6,081.41	
Fast Response Fire Systems, Inc. - Repair Fire Suppression System - Canada Border Services Agency (CBSA)	5,414.07	CD
HTS Engineering Ltd. - HVAC Preventative Maintenance - Canada Border Services Agency (CBSA)	5,193.08	CD
Industrial Electrical Contractors Brockville, Ltd. - Upgrade to Canadian Toll Plaza - Toll System Collection Upgrade - Release of Retainage for Lane 1 Work	37,666.66	CD
REL Controls - Service Agreement Canada Border Services Agency - CBSA - 10/11/19 - 1/10/20	5,635.88	CD
Selleck Mechanical Inc. - Replace & Repair Top Assembly for Fuel Storage Tank - Canada Border Services Agency (CBSA)	8,844.01	CD
The Federal Bridge Corporation Limited - Net Revenue Share Ending 08/31/19	429,099.00	CD

\$1,155,414.46

WHEREAS, the Executive Director has recommended approval of all Routine and Special Expense Payments as proper obligations of this Authority.

RESOLVED, that the Authority as its proper act and deed, hereby approves and ratifies in all respects the routine and special expense payments represented by Requisition No.3274 through No. 3278 as set forth herein, totaling \$1,531,980.73, and

RESOLVED, that the Authority, as its proper act and deed, hereby approves for payment special expenses set forth herein, totaling \$1,155,414.46

ATTACHMENT 3

RESOLUTION NO. 43

**RE: PROPERTY & CASUALTY INSURANCE CONSULTING
SERVICES AGREEMENT**

The following resolution was moved by Jacques E. Pigeon, seconded by Robert J. Storms and duly adopted.

RESOLVED, that the Property & Casualty Insurance Consulting Services Agreement between this Authority and Commercial Insurance Consultants, Inc. as last amended by Resolution No. 47, adopted at the regular meeting held on February 22, 2019, to be effective March 1, 2019, be extended with the following conditions (viz):

- 1) The term of the agreement shall be from 3/1/20 through 2/28/21.
- 2) The annual fee is set at \$4,950 to facilitate the review and recommendation of the renewal of the Property and Casualty Insurance Program in 2020.
- 3) If market conditions are such that the Consultant recommends, and the Authority agrees to a full Request for Proposal would materially improve the Authority costs of the general insurance proposal, the additional fee for such services would be \$5,000.

RESOLVED, that the Chairman, be and he hereby is authorized, empowered and directed to execute the Insurance Consulting Services Agreement with Commercial Insurance Consultants, Inc. of Buffalo, New York, in the form presented at this meeting on behalf of the Authority.

Note: First increase to annual fee since 2002 (previously \$4,500).

ATTACHMENT 4

RESOLUTION NO. 44

RE: BRIDGE SYSTEM CONSULTING ENGINEERS RETAINER & SERVICES AGREEMENT

The following resolution was moved by Natalie Kinloch, seconded by Robert J. Storms and duly adopted.

RESOLVED, that the Consulting Engineers Retainer and Services Agreement between this Authority and the Parsons Transportation Group of New York, Inc., as last amended by Resolution 48, at the regular Authority meeting held on February 22, 2019, be extended with the following conditions (viz):

- 1) The term of the Agreement shall be from 3/1/20 through 2/28/21.
- 2) The Annual Retainer Fee shall be \$12,539.
- 3) The services for overweight commercial vehicle review, issuance of special crossing permits or denial shall be at \$46.25 per inquiry.
- 4) The agreement “multiplier” for additional services, which may be required by the Authority, shall be 2.7. Such additional services must be specifically approved by the Authority, and

FURTHER BE IT

RESOLVED, that the Chairman, be and he hereby is authorized, empowered and directed to execute the agreement for professional services with the Parsons Transportation Group of New York, Inc. New York, in the form presented at this meeting on behalf of the Authority.